

~~SECRET~~ CONFIDENTIAL  
005714-17A: CIA RDR 58-00039A0903

Approved For Release 2005/11/17 : CIA-RDP58-00039A000500030098-8

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 23 February 1956

FROM : Chief, Basic School

**SUBJECT:** Weekly Activities Report #8  
16 February - 22 February 1956

1. SIGNIFICANT ITEMS - None.
2. OTHER ACTIVITIES

a. Clerical Training

(1) During the week of 14 February there were 45 people enrolled in Clerical Induction Training and 8 in Clerical Orientation.

(2) Clerical Refresher #57 began on Monday, 20 February, with 74 students enrolled from the following Agency components: DD/P - 26; DD/I - 24; DD/S - 23; and DCI - 1.

b. Basic Orientation

(1) The members of the Basic Orientation staff met with Mr. [ ] and others concerned with a revision of the curriculum of Communism and the USSR on 17 February. The next meeting of this group is scheduled for Wednesday, 29 February.

(2) [ ] attended the NATO Conference at the Foreign Service Institute on 15 February. On 20 February, [ ] attended a session of the same conference.

(3) [redacted] lectured to military personnel at the Naval Receiving Station at Anacostia on 20 February.

### c. Management Training

(1) Basic Management #22 will commence on 27 February. Present figures indicate a probable attendance of 20, 7 of which will be from DD/P; 6 from DD/I; and 7 from DD/S.

(2) Basic Supervision #15, for GS-9 through 11, was concluded on Friday, 17 February. Of the 17 students, representing 12 Agency offices, 8 were from DD/I; 7 from DD/S; one from DD/P; and one from O/DCI.

(3) The security briefing for participants going to [ ] for the ORR Management Conference was handled by [ ] on 21 February. At the conclusion of the briefing, Dr. Guthe, AD/RR, who has been to [ ] on a tour, re-emphasized the importance of the security procedures which are to be followed.

BOB NO.            BOX NO.            FLD NO.            DOC. NO. 12 NO CHANGE  
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S C RET. JUST 22  
NEXT REV DATE 9 REV DATE 4/2/74 REVIEWER            TYPE DOC. 02  
PGS 9 CREATION DATE            ORG COMP 11 OPI 11 ORG CLASS S  
REV CLASS C REV COORD.            AUTH: HR 70-3

25X1

25X1  
25X1

05/11/17 : CIA-RDP58-00039A00050003  
CONFIDENTIAL

~~SECRET~~

~~CONFIDENTIAL~~

d. Orientation and Briefing

(1) The CIA Orientation was conducted on 16 February, for an audience of 68 CIA employees, composed of 19 from DD/P; 13 from DD/I; 32 from DD/S; one from IG; and one from O/DCI.

(2) The Deputy Director/Support has agreed to give the introduction to the Departmental Briefing on 28 February. The DD/S said he will recommend nominees for this Briefing when he feels they would benefit from it. A contingent from the National Security Agency will be present at this next Departmental Briefing.

(3) Arrangements are being made with [ ] Security Office, regarding the content and format of the special program to be conducted on Monday, 27 February, for new security agents.

25X1

e. Administrative Training

(1) A letter was written by a student to the Chief, Contacts Division/00, summarizing the tradecraft portion of Operations Support in which he recommended that this course be made available to Contacts/Specialists. A copy of this letter was made available to us and has been forwarded to [ ] for inclusion in [ ] file.

25X1

25X1

(2) [ ] spent Monday and Tuesday at [ ] presenting finance materials.

25X1

25X1

(3) [ ] is presently working on a pamphlet for general distribution called "What About Allowances." This pamphlet is intended to brief all personnel going overseas on what they are entitled to receive.

25X1

(4) A practice problem, based on a film, was used for the first time in the tradecraft phase of this course prior to the regularly scheduled film tests. The results indicated a better understanding of this method of testing.

(5) The film "Curtain Up On Communism" was reviewed and will be used in the next Administrative Procedures Course.

3. Personnel Notes

(1) [ ] began 15 days of military leave on 20 February.

25X1



25X1

~~SECRET~~

~~CONFIDENTIAL~~